



**DECEMBER 17, 2018  
MONDAY  
6:30 P.M.**

**CITY OF OLD TOWN  
FINANCE COMMITTEE  
AGENDA**

**City Hall-Council Chambers, 2<sup>nd</sup> Floor  
265 Main Street-Old Town, ME**

**1. Call to Order (Please silence or turn off cell phones)**

**2. Police Department**

Public Safety Director Scott Wilcox would like to discuss a proposal for LED Street Light Conversion.

**3. Training**

City Manager Mayo will give an update on training costs.

**4. Adjournment**

**FUTURE AGENDA ITEMS**

*Heavy Equipment Replacement Capital Account Discussion*

*Public Safety, Library,*

*UDAG Loan Discussion*

*Foreclosures*

*IT-Phones, Upgrade, IT Staffing*

*Legislative Affairs*

*RSU #34 Update*

**Note:** The Finance Committee is composed of Councilors Mahan (Chair), May, Smart and Council President Peterson.



**DECEMBER 17, 2018**  
**MONDAY**  
**Immediately following the Finance Comm. Mtg.**

**AGENDA**  
**SPECIAL COUNCIL MEETING**  
**City Council Chambers, 2<sup>nd</sup> Floor**  
**265 Main Street-Old Town, Maine**

- I. CALL TO ORDER (Please turn off or silence cell phones)**
- II. FLAG SALUTE**
- III. ROLL CALL**
- IV. Approval of the Minutes.**
- V. PETITIONS, COMMUNICATIONS AND CITIZENS' REQUESTS**
- VI. REPORTS**
  - A. Council President**
  - B. Standing Committees (Finance, Public, Administrative & Economic Services; Landfill, Legislative, Sewer, Airport & Housing sub-committees)**
  - C. City Councilors**
  - D. City Attorney**
  - E. Special Committees**
  - F. City Manager**
- VII. CONSENT AGENDA (New Business items)**
- VIII. PUBLIC HEARINGS AND SECOND READING OF ORDINANCES**

**PUBLIC HEARINGS**

**1.** The City Council will conduct a Public Hearing on a new application for a Victualer's (Food Establishment) License for Chuck Lawrence, d/b/a Tradewinds Variety VII, 665 Stillwater Avenue.

**1a.** The City Council will consider approval of a new application for a Victualer's License for Tradewinds Variety VII.

Suggested motions: Resolved, the Old Town City Council hereby approves a new application for a Victualer's (Food Establishment) License for Chuck Lawrence, d/b/a Tradewinds Variety VII, 665 Stillwater Avenue contingent upon final inspections.

(Councilor Ketchen)

**2.** The City Council will conduct a Public Hearing on a new application for a Victualer's (Food Establishment) License for Kyle Lemieux d/b/a O.T.O (Outta the Ordinary), 296 Main Street.

**2a.** The City Council will consider approval of a new application for a Victualer's License for O.T.O.

Suggested motion: Resolved, the Old Town City Council hereby approves a new application for a Victualer's (Food Establishment) License for Kyle Lemieux d/b/a O.T.O (Outta the Ordinary), 296 Main Street contingent upon final inspections.

(Councilor Klitch)

**IX. OLD BUSINESS**

**X. NEW BUSINESS**

**1.** The City Council will consider accepting a bid for tax acquired property at 586 Main Street. Two bids were received, the highest bid is \$30,000 and the lowest bid is \$25,111.

Suggested motion: Resolved, the Old Town City Council hereby accepts the high bid from Brian Wilcox in the amount of \$30,000 for tax acquired property located at 586 Main Street. The Council further authorizes the City Manager to execute all necessary documents to complete the transaction.

(Councilor Mahan)

2. The City Council will consider amending Section 1. Regular Council Meetings of the Council's Rules & Procedures by changing the time of meetings from 7:00 p.m. to 6:00 p.m.

Suggested motion: Resolved, the Old Town City Council hereby approves amending Section 1. Regular Council Meetings of the Council's Rules & Procedures by changing the time of meetings from 7:00 p.m. to 6:00 p.m.

(Councilor Ketchen)

3. The City Council will consider amending Resolution 2018-3 Establishing Meet times for the Council by changing the time of meetings from 7:00 p.m. to 6:00 p.m.

Suggested motion: Resolved, the Old Town City Council hereby approves amending Resolution 2018-3 Establishing Meet times for the Council by changing the time of meetings from 7:00 p.m. to 6:00 p.m.

(Councilor Klitch)

4. The City Council will consider going into Executive Session for the purpose of discussing Economic Development matter.

Suggested motion: Resolved, the Old Town City Council hereby approves going into Executive Session pursuant to Title I MRSA Section 405, §(6) (C) for the purpose of discussing Economic Development matter.

(Councilor May)

5. The City Council will consider going into Executive Session for the purpose of discussing a Personnel matter.

Suggested motion: Resolved, the Old Town City Council hereby approves going into Executive Session pursuant to MRSA Title 405, Section (6)(A) for the purpose of discussing a Personnel matter.

(Councilor Brissette)

## **XI. ADJOURNMENT**

## **OLD TOWN CITY COUNCIL RULES OF ORDER AND PROCEDURE**

### **COUNCIL MEETINGS**

1. **REGULAR COUNCIL MEETINGS:** The Council shall meet in regular session in the Council Chambers at City Hall, 265 Main Street, Old Town, Maine at ~~7:00~~ **6:00** p.m. on the first Monday of each month. If the meeting day falls on a legally stated holiday, the meeting shall be held on the Tuesday following the holiday.
2. **COUNCIL MEETING AGENDA:** All reports, communications, ordinances, resolutions, contract documents, appointments, or other matters to be submitted to the Council shall be delivered to the City Manager and Council President by 10:00 a.m. on the Tuesday prior to the regular Monday meeting if they are to have consideration at that meeting. Agenda items may be submitted by Council members, by the City Manager or by either of these at the request of interested citizens. Agenda items must state clearly the scope and intent of the action to be taken. Items entered for discussion that are not on the agenda may not be voted upon until the next meeting.
3. **SPECIAL MEETINGS:** As required by Article 2, Section 7 of the City Charter: Special Meetings may be called by the President and in case of absence, disability or refusal, may be called by a majority of the members of the City Council. Notice of such meeting shall be served in person or left at the residence of each member of the City Council at least 24 hours before the time of holding said special meeting. The person who calls the meeting shall notify the public of the time and place through appropriate news media.
4. **ADJOURNED SESSIONS:** Any session of the Council may be continued or adjourned from day to day or for more than one day, but no adjournment shall be for longer period than until the next regular meeting.
5. **WORKSHOP SESSION:** The Council may meet in workshop session prior to any regular or special meeting. The Council President may call the Council together for a workshop session at any time. The workshop session shall be devoted exclusively to any matters regarding which the interchange of information preliminary to public discussion is deemed essential. No formal vote shall be taken on any matter under discussion nor shall any council member enter into a commitment with another respecting a vote to be taken subsequently in a public meeting of the Council, but an informal vote on any matter under discussion may be taken. The press shall be notified and permitted to attend.



## *City of Old Town*

**CITY OF OLD TOWN, MAINE  
RESOLUTION 2018-3  
RESOLUTION ESTABLISHING MEETING TIMES FOR THE CITY COUNCIL**

**WHEREAS**, According to Article II, Section 6 of Chapter 49 of 1945 Private and Special Laws, City Charter, the City Council shall at its first meeting, or as soon thereafter as possible, establish by resolution a regular place and times for holding meetings, and shall meet regularly at least once a month;

**WHEREAS**, The City Council deems it imperative to comply with this law;

**BE IT THEREFORE RESOLVED**, To hold regular meetings of the Council on the first Monday of each month at 7:00 6:00 p.m. in the Council Chambers at City Hall at 265 Main Street or such other location the Council determines. Should the meeting date fall on a legally stated holiday, then the meeting shall be held on the Tuesday following the holiday unless the City Council establishes some other time for holding the regular meeting.

**OLD TOWN CITY COUNCIL**

Dated: December 3, 2018

ATTEST:

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Patricia A. Brochu, CMC  
City Clerk-Old Town, ME

Approved as to form:

Edmund Bearor  
City Attorney